



# KCJIS NEWS



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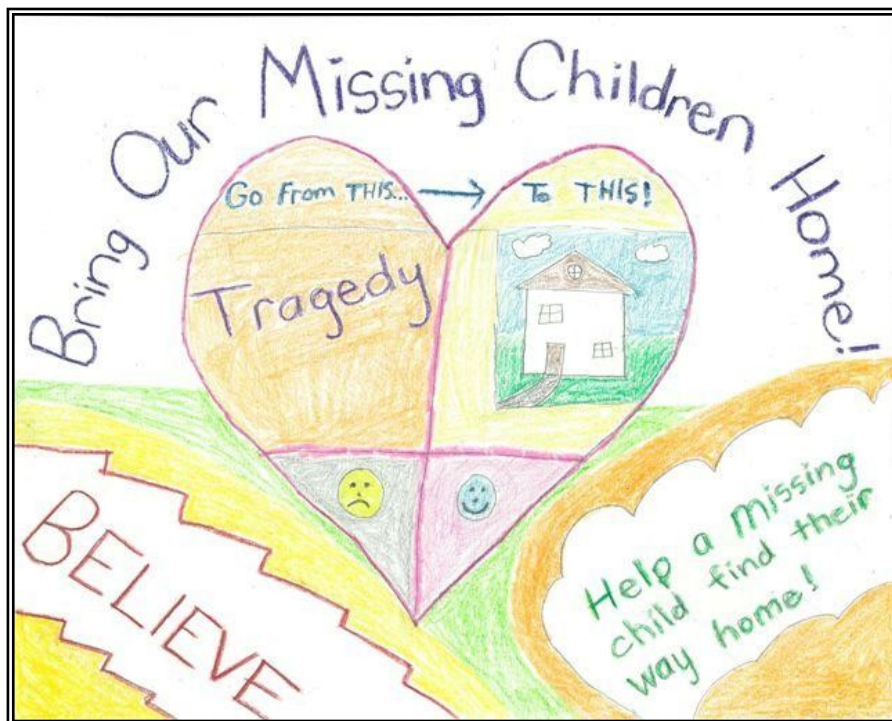
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## 2010 Kansas Missing Children Day Poster Contest Winner

Judy Ashbaugh—Kansas Bureau of Investigation—Missing Persons Unit

The winner of the 2010 Kansas Missing Children Poster Contest is, Rylie, a 5<sup>th</sup> grader from Burlington Elementary School, Burlington, KS.



"I created my poster that is about trying to go from missing to their home. I wrote some phrases and words about trying to help a child find their way home" - Rylie

*Each year more than 1.3 million children are reported missing. Law enforcement, citizens, and even children have been instrumental in keeping children safe and returning them home to their families, community, and school. Every year the U.S. Department of Justice (DOJ) takes time to commemorate the valiant and unselfish acts of the many organizations and individuals who bring our missing children home. On May 25<sup>th</sup>, National Missing Children's Day, we pause to focus our attention on children who have been recovered, as well as the children who are still missing.*

# KBI LATENT PRINT SECTION



**Steve Koch—Kansas Bureau of Investigation—Laboratory**

The KBI Latent Print Section conducts all work pertaining to the examination of latent print, footwear and tire tracks on evidence submitted to the KBI Laboratory. Scientists analyze and compare these items in all types of cases from felonies to misdemeanors.

The KBI Automated Fingerprint Identification System (AFIS) contains more than one million ten-print and palm print cards received from law enforcement agencies throughout the state. They are primarily used to determine whether a prior arrest record exists and then for maintaining a criminal arrest record history for each individual.

This system also offers significant latent print searching capabilities such as:

- Searches of latent fingerprints and palm prints against the known cards when no suspects have been developed.
- Automatic searches of new arrest and civil records against the unsolved latent fingerprint and palm print repository.
- Searches of latent fingerprints against the FBI Criminal Fingerprint Database.

Connection to Missouri AFIS for latent fingerprint searches.

Since the installation of the KBI AFIS in 1990, more than 5000 latent prints have been identified to new suspects.

The section also provides training in all aspects of latent print, footwear and tire track collection and processing to local and state law enforcement personnel. In addition, we conduct research to evaluate new technologies, procedures, and equipment.

If you have any questions on a specific case or if we can assist you in any way, please do not hesitate to contact the KBI Latent Print Sections in the following statewide laboratories.

KBI Topeka Laboratory	785-296-8214
KBI Great Bend Laboratory	620-792-4353
KBI Pittsburg Laboratory	620-230-5814



## N-DEX UPDATE

Captain Randy Moon – Kansas Highway Patrol – CJIS Systems Officer

### N-DEX User Training Scheduled

The Kansas Highway Patrol has scheduled three (3) **N-DEX User Training Classes** for 2010. Training is being planned for the following dates and locations:

- April 20-22, 2010 – Salina - Kansas Highway Patrol Training Center
- August 17-19, 2010 – Garden City – Garden City Community College Campus
- October 5-7, 2010 – Overland Park – Overland Park Police Department

Each session will have three (3) – eight (8) hour training classes or a total of nine (9) classes offered in 2010. More information will be forthcoming.

Additionally, there will be an “**N-DEX Overview**” session conducted at the Kansas Peace Officers Association (KPOA) Joint Conference in May. The overview class will be held during the training session on May 21, 2010 from 8:00 – 11:00 AM.



## KANSAS LICENSE PLATE READER PROJECT

Captain Randy D. Moon – Kansas Highway Patrol

A number of local law enforcement agencies are in the process of acquiring and implementing license plate readers (LPR's) for their departments. LPR's are used to read many kinds of data files for various criminal justice purposes. One file that is particularly useful is the NCIC LPR data extract.

In order for Kansas law enforcement agencies to obtain the NCIC file extract from the FBI, and to maximize efficiency within our state, the KBI and the KHP are developing an approach that will allow LPR agencies the ability to download the NCIC file directly from the KCJIS Web Portal. The goal is not only to provide the NCIC extract, but other files as well. The KBI is working to develop a means of providing the Kansas Hotfiles as a downloadable extract. Our hope is that in the future a Suspended/Canceled registration file extract may be developed and provided to KCJIS by the Division of Motor Vehicles, and added as an additional download. We feel that providing these files by means of the KCJIS Web Portal, creates an effective strategy for the entire KCJIS law enforcement community by providing “one stop shopping” for LPR file extracts.

Please be patient as work continues by both KHP and KBI to provide LPR data files to local law enforcement agencies.

# Reporting Change for KIBRS

Janell Zeiler—Kansas Bureau of Investigation—KIBRS Section

The Incident Based Reporting Section at the KBI has noticed an increase in the number of questions from contributors regarding failure to appear, probation violation, parole violation, direct and indirect contempt of court, and worthless check violations. The questions involve how they should be reported to the state program. In November, 2009, a notice and ballot was placed in the KCJIS newsletter giving agencies the opportunity to vote on the process in which arrests for these types of crimes would be reported to the state.



Effective July 1, 2010, the agency that is considered the “holder” of the warrant will be the agency that is responsible for submitting the arrest report to the IBR Section (the “holder” of the warrant is the agency that would confirm the warrant to be active).

Example: John Doe is arrested by Topeka Police Department on July 4, 2010, for felony driving under the influence of alcohol. Mr. Doe is released from jail and given the court date of August 18, 2010. Mr. Doe fails to appear on August 18 and a warrant is issued by the Shawnee County District Court on August 23, 2010 for failure to appear. Mr. Doe is arrested by Jefferson County Sheriff’s Office on October 2, 2010 during a routine traffic stop and found to have a failure to appear warrant out of Shawnee County. Shawnee County Sheriff’s Office is contacted and confirms the warrant to be active, Jefferson County notifies the sheriff’s office they are conducting an arrest, and for reporting purposes Shawnee County should submit the KSAR (using a new case number) since Shawnee County is considered the holder of the warrant. Although Jefferson County would complete a KSAR for their agency’s purpose, nothing would be submitted to the IBR Section.

Please remember this is a reporting change for the incident based reporting only, and does not change the process in reporting criminal history. Feel free to contact Janell Zeiler (785) 296-8279 or Sara Foster (785) 296-8278 with any questions you have regarding this change in the reporting process.

*The ISD Field Team is in the process of scheduling future training sessions. Please watch for announcements or contact Michelle Teafor at [michelle.teafor@kbi.state.ks.us](mailto:michelle.teafor@kbi.state.ks.us) for information regarding training in your area.*

## Kansas Bureau of Investigation Central Repository Training



The Field Support Unit of the KBI's Central Repository conducted a successful summer training program in July and August. To build on this success, the FSU is offering more detailed training this winter. The following courses, each between three and four hours long, will provide useful detail on the operation of the Kansas Central Repository and the participation of local agencies:

**Criminal History Records.** The criminal history records department will be examined from the point of view of records clerks from the county attorney's, district and municipal courts and law enforcement agencies. This will cover the structure and content of the Kansas repository, the legal authorities governing operation, obligations of local agencies to submit records, instruction for completing demographic information on arrest fingerprint cards, completion of Kansas Disposition Reports (KDR's), accessing data, and use and dissemination of criminal histories in the form of rapsheets. Target audience: records clerks.

**KIBRS.** The Kansas incident-based reporting system will be examined from the perspective of the local law enforcement agency; manual submission versus electronic submission of offense and arrest reports; KIBRS Gateway; KIBRS services to law enforcement agencies including the CJIS Law application record management system and KIBRS Views; movement of data to the National incident-based reporting system (NIBRS) and the National Data Exchange (N-DEx) program. Target audience: all law enforcement agencies.

**Fingerprint Identification.** This instruction will include how to take and submit tenprint arrest/booking records, mugshots, and palmprints; proper use of livescan; civil fingerprinting procedures; two-finger capture devices; access to the KBI's fingerprint archive; correcting errors; and understanding AFIS reports. Practical exercises in the techniques of fingerprinting will also be included. Target Audience: anyone who takes tenprint and palmprint images for the submission of an arrest or applicant fingerprint card via livescan or hard card.

**Offender Registration.** The Kansas Offender Registration Act will be examined from the point of view of the Sheriff's Office, to include reporting to the Kansas and national Offender Registries, supporting activities at the KBI, and pending changes to Kansas statutes. In addition, NCIC training will be provided by Larry Warders with KHP. Target audience: Sheriff's Office.

**Missing Persons.** The Missing Persons portion of the training will be overview of local agency responsibilities for entering information into NCIC; the Amber Alert program; procedures; DNA collection; unidentified body evidence collection, and available KBI assistance. Target audience: all law enforcement agencies.

Training will be held for two consecutive days. There is no requirement and no cost to participate in all four courses; participants may choose to attend one course or more, depending on individual interest.

(Continued on page 6)

## Kansas Bureau of Investigation Central Repository Training (Continued from pg. 5)

### TRAINING SCHEDULE:

February 16 <sup>th</sup>	9:00 am	Noon	Offender Registration/Missing Persons**
	1:00 pm	5:00 pm	Criminal History Records
February 17 <sup>th</sup>	9:00 am	Noon	Fingerprint Identification
	1:00 pm	4:30 pm	KIBRS

March 1 <sup>st</sup>	9:00 am	Noon	Offender Registration/Missing Persons**
	1:00 pm	5:00 pm	Criminal History Records
March 2 <sup>nd</sup>	9:00 am	Noon	Fingerprint Identification
	1:00 pm	4:30 pm	KIBRS

**\*\*The Offender Registration class and the Missing Persons class are two different classes and will be held at the same time in different classrooms. You can choose to attend either class**

**LOCATION:** Training will be held at the SRS Strategic Development/SRS Learning Center, 2600 SW East Circle Dr. South, in Topeka.

**REGISTRATION:** Contact Michelle Teaford at [michelle.teaford@kbi.state.ks.us](mailto:michelle.teaford@kbi.state.ks.us) or call 785-296-8338



## Upcoming Offender Registration Training

Erik D. Wood, Section Chief, Kansas Bureau of Investigation

The KBI Offender Registration Unit in conjunction with the Kansas Law Enforcement Training Center will be providing Offender Registration training via the TELENET II program on March 3<sup>rd</sup> from 1pm to 3pm and 7pm to 9pm. The registration deadline is February 24<sup>th</sup>.

The session will discuss the Kansas Offender Registration Requirement. We will discuss the KBI Offender Registration Unit, the Kansas Offender Registration Act and the Kansas Offender Registration Form. Other topics will include the KS DL/ID with "RO" marking, lengths and duration of registration, and the KBI Online Offender Registry.

If you have any questions please contact that Kansas Law Enforcement Training Center at [classconed@kletec.org](mailto:classconed@kletec.org).



## **FBI Law Enforcement National Data Exchange (N-DEX) Program**

# **Attention**

**Chiefs, Sheriffs, Administrators, Investigators, Analysts,  
Detectives, LEOs, and Correctional/Prison Administrators**

## **Training Announcement**

***N-DEX – User Training***  
**Hosted by the Kansas Highway Patrol**

### **One Day Seminar**

**April 20, 21, 22, 2010, Kansas Highway Patrol Training Center, Salina**  
**(Lunch on your own)**

This one day N-DEX seminar will familiarize you with the investigative capabilities that N-DEX can provide your agency. N-DEX is bringing together data from law enforcement agencies throughout the United States, including incident and case reports, booking and incarceration data, and parole/probation information. N-DEX detects relationships between people, vehicle/property, location, and/or crime characteristics. It “connects the dots” between data that is not seemingly related. And it supports multi-jurisdictional task forces—enhancing national information sharing, links between regional and state systems, and virtual regional information sharing. FBI instructors will guide you through this remarkable new tool for investigators. They will familiarize you with query, submission, and navigation features and show you the potential to solve crimes in a way never before imagined.

**Space is limited - maximum attendance of 18 per class**

***Register online at [lvirtue@khp.ks.gov](mailto:lvirtue@khp.ks.gov)***

***or***

***Linda Virtue, Kansas Highway Patrol, N-DEX POC 785-296-5980***  
***(Please include name, agency and ORI, email address, phone number and date of attendance)***

**For additional information on N-DEX, visit:**  
**[http://www.fbi.gov/hq/cjisd/ndex/ndex\\_home.htm](http://www.fbi.gov/hq/cjisd/ndex/ndex_home.htm)**

# Kansas Central Message Switch Replacement

**Joe Mandala, KBI Project Manager**

The replacement project for the Kansas Central Message Switch (KS CMS) is proceeding apace. The project team has met several times to deal with planning issues, and the detailed project plan is nearly complete and ready for submission to the state project management office. Our vendors, Computer Projects of Illinois (CPI) and Balance Wheel Technologies Incorporated (BWTI) have begun the discovery process and are documenting current switch functionality. At this time, the project is scheduled for completion at the end of June, 2011.

In addition, an active and broadly representative user group has been selected to provide the project with valuable input and feedback. It is great that we have so many agencies willing to participate in this extremely important project, and we look forward to integrating their ideas and years of experience. The project team feels that with the participation of these agencies, the new KS CMS will be a much better product for users across the state.

Please keep an eye out for communication about project progress and status on the pages of this Newsletter, via the TAC email lists, and periodically via administrative messages on the current CMS.

All agencies are encouraged to send ideas, concerns, or questions to [CMSReplacement@kbi.state.ks.us](mailto:CMSReplacement@kbi.state.ks.us) for the duration of the project.



## **Judy Ashbaugh—Kansas Bureau of Investigation—Missing Persons Unit**

The National Missing and Unidentified Persons System (NamUs) is a clearinghouse for missing persons and unidentified decedent records. NamUs is a free online system that can be searched by medical examiners, coroners, law enforcement officials and the general public to solve these cases. This program is offered through a partnership with the U.S. Department of Justice, Office of Justice Programs and the National Forensic Science Technology Center (NFSTC).

NamUs is the first online repository where anyone can enter missing person cases: from family members and loved ones, to Law Enforcement (separate permission levels are available to ensure the security of sensitive data). NamUs offers Law Enforcement free forensic services once cases are entered into the system. Through a partnership with the University of North Texas (UNT), DNA Family Reference Sample Kits are available free to Law Enforcement and can be shipped directly to your office with just the click of a button. NamUs also has Forensic Odontologists on staff who will chart dental records into NamUs by working directly with the Dentist last known prior to the disappearance of the missing.

If your agency has long-term missing persons cases which might benefit from the services provided by the staff at NamUs, please go to [www.NamUs.gov](http://www.NamUs.gov). If you have any questions, you can watch a six-minute video on the homepage, or contact the NamUs Specialist, Rose Sacchetti, with the National Forensic Science Technology Center (NFSTC) at (727)-549-6067 ext. 130, fax (727)-549-6070, or [Rose.Sacchetti@nfstc.org](mailto:Rose.Sacchetti@nfstc.org).



# News from the KBI Help Desk

Tariq Azmi—Kansas Bureau of Investigation—Help Desk

## Messenger 2.01

The Help Desk has completed rigorous testing of Messenger 2.01 and implemented it on Dec 17, 2009. There is documentation on the KCJIS Web Portal that covers the changes and enhancements to Messenger. You can access the document at <https://www.kcjis.state.ks.us/information/audit/default.asp>. If there are any features that do not work or you do not understand please contact the Help Desk at 785-368-6382.

## NCIC TOU

TOU 8-6 and 9-1 have been tested and implemented by KBI Help Desk, so please review the TOU's because 10 new message keys were added, changes to few Wanted & Missing person files, etc. TOU 9-1 introduces changes to sex offender registration, FBI Number field, etc. The TOU's and the NCIC Manual are posted on the KCJIS Web Portal at <https://www.kcjis.state.ks.us/Information/ncic/PeakPerformanceManuals/index.html>. A new TOU 10-1 has been issued by NCIC and the Help Desk is currently reviewing those changes.

## KCJIS Webportal—Enhanced DL search

On Feb 1, 2010 we went live with the enhanced DL search on the KCJIS Web Portal. The Enhanced search will provide users with more drivers' license data than we have had in the past. For many drivers' licenses, DMV is now able to include physical descriptors, date of birth and address details in the search response. This information is being replicated from its original source at the Kansas Department of Revenue and may be best used for research. Verification of the individuals current driver's license status and address information MUST be obtained by running a ZQ90 inquiry.

Following disclaimer will be located at the top of the DL Photo search page as a reminder:

**Please run a ZQ90 to obtain and confirm current DL status and address information. Data provided from KDOR/DMV for the DL Photo search does not provide a means for verifying current address or DL status.**

## Editable Offense Codes

We have received few calls from users receiving error when entering a wanted person with the offense code that has "Enter Offense" in the code. For example offense code "5015ENTEROFFENSE = Failure to Appear —" As per NCIC manual the "UNIFORM OFFENSE CLASSIFICATIONS" section states

*"The appropriate code for the particular offense should be entered in the OFF. The codes listed in the NCIC 2000 Code Manual, Uniform Offense Codes, are the only codes approved for use in the OFF. If the OFF Field contains 0199, 0299, 0399, 5099, 7099, 7199, 7299, 7399, 5005, or 5015, and the message is in NCIC 2000 format, positions 5 through 24 **must contain an explanation of the offense code.**"*

If you have any questions please call KBI helpdesk for assistance at 785-368-6382

See page 12 for KCJIS Conference Update

## Questions and Answers

# Introduction to Criminal History Records and the Kansas Central Repository

The following questions were asked, by attendees, at the training sessions given July – August, 2009.

### RECORDS -

#### **What is a KDR? (Kansas Disposition Report)**

The Kansas Disposition Report (KDR) is a pre-printed form used to report the disposition of all felonies, class A or B misdemeanors, or class C assault to the Kansas Central Repository. The data entered on the KDR will be used by the Central Repository to complete the prosecution and court segments for each reportable event in the subject's criminal history record.

The KDR forms are available for reporting both Adult (KADR) and Juvenile (KJDR) events. The forms are either pre-printed with a Transaction # by a bar-code and human readable number, or they are forms with no pre-printed bar-code. The forms with no pre-printed form require a valid Transaction # be added.

#### **Do we need to put original charges on disposition if not printed? Is the person preparing the disposition report only required to put one offense on the sheet?**

The disposition report or KDR should list the same charges as on the arrest 10-print card. The KDR is generated based from the information received at the time of booking. If the arrest card has multiple charges, then the KDR should have the same charges listed. The person who prepares the KDR at the time of booking should be sure that the 'subject and offense' data are listed in their entirety.

The number of counts on a disposition form should reflect the number of violations charged to the person for a specific offense at the time of arrest or a court conviction resulting from a summons. In other words, if an individual is charged with 3 counts of Forgery, then Forgery, 21-3710 felony, is listed with a numeral 3 in the Number of Counts field.

### KIBRS

#### **If my police department (Agency B) arrests on a burglary warrant for another police department (Agency A), which agency is responsible for submitting the Kansas Standard Arrest Report?**

The agency that generated the original offense report (Agency A) should submit the arrest report. In accordance with KIBRS/NIBRS standards, agencies report only those arrests made for offenses committed within their own boundaries/jurisdictions. The purpose of reporting UCR/IBR data is to depict the nature and volume of crime in a particular community, not to claim or take "credit" for the number of investigations and arrests, nor to serve as a measurement of workload.

#### **Is there more than one Kansas Incident-Based Reporting System and National Incident-Based Reporting System?**

No. The Kansas Incident-Based Reporting System at the Kansas Bureau of Investigation is the central repository for crime data within Kansas. The National Incident Based Reporting System at the Federal Bureau of Investigation collects nationwide crime data for the *Crime in the U.S.* publication.

## Questions and Answers (continued)

### OFFENDER REGISTRATION

**If an offender is convicted of a registerable offense, will the supervising officer be notified?**

The court in which the offender is convicted shall inform the offender of his/her duty to register as required by the Kansas Offender Registration Act (K.S.A. 22-4905). The court shall explain the duty to register and the procedures for registration, and is also responsible for notifying the offender's probation officer. K.S.A. 22-4905 requires the Kansas Department of Corrections to ensure offenders register. DOC is also responsible for notification of a parolee's supervising officer of the parolee's requirement to register.

**Is the court responsible for submitting the completed Kansas Offender Registration form to either the KBI Offender Registration Unit or to the Sheriff's Office?**

Yes. The court shall give one copy of the form to the offender and, within three days, shall send two copies of the form to the KBI, Offender Registration Unit. The KBI shall then forward one copy to the Sheriff's Office in the county in which the offender resides or is otherwise located. (K.S.A. 22-4905)

### FINGERPRINT IDENTIFICATION

**If the FBI rejects a bad set of prints, how do we get the individual to come back in for reprints?**

Try obtaining a new set at their first court appearance.

**How do we reflect casts and/or amputations for fingerprint cards?**

Casts would be noted as "Bandaged" and amputations are noted as "AMP"

**Can an agency call the FBI to get them involved in verifying fingerprints to determine identification of an individual?**

Yes. The FBI CJIS Division has a 24-hour Special Processing Center. Call (304) 625-5584

## *SPECIAL NOTICE*

The interface with Missouri State Highway Patrol is completed. Effective immediately, livescan submitters can now successfully search the State of Missouri's fingerprint database. Simply put "MO" in the Interstate Identification field 2.711. After the search is completed, you will receive a response from them.

Also available is access to the KBI's digital image library (mug shots database). This function is free of charge to any criminal justice agencies interested. Please contact Ely Meza for an application at [ely.meza@kbi.state.ks.us](mailto:ely.meza@kbi.state.ks.us).



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## SAVE THE DATE

### KCJIS Conference

This year the KCJIS conference is scheduled to be held in Hutchinson, KS on June 13-15, 2010. We hope to have the registration for the conference available in March. Reminders about the KCJIS Training Conference will be sent via the KCJIS web portal in the breaking news section and as an Administrative message from KBI Help Desk. The KCJIS Committee is currently working on the agenda for the conference so If you have suggestions for topics to be covered at the conference please submit your topic suggestions on the KCJIS Web Portal "Suggestion" box and we will forward them to the KCJIS Committee for consideration.